



**APPLICATION FOR  
FEDERAL PROFESSIONAL  
QUALIFICATIONS  
DOCUMENTATION FOR  
ARCHAEOLOGY**

State Form 52779 (8-06)

**INDIANA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF HISTORIC PRESERVATION  
AND ARCHAEOLOGY**

402 West Washington Street, Room W274  
Indianapolis, Indiana 46204-2739  
Telephone: (317) 232-1646  
Fax: (317) 232-0693  
E-mail: dhpa@dnr.IN.gov

Individual Name:		
Company/University Name:		
Address:		
City:	State:	Zip Code:
Telephone:		Fax Number:
Email:		Website:

We are requesting the following information to document that you meet or exceed the Federal requirements stated in "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines," *Federal Register*, Vol. 48, No. 190-September 29, 1983, Pt. IV.

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management.
2. At least four months of supervised field and analytic experience in general North American archaeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have a least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

- A. List all graduate degrees and courses in archaeology, anthropology, or a closely related field, year, institution, and field of specialization. Example: MA in Anthropology, 1990, Indiana University, specializing in North American archaeology.

---

---

---

---

---

If you do not have a graduate degree in archaeology or anthropology, attach a statement of how your graduate training is related to archaeology. Discuss how the field in which your degree(s) was granted is related to archaeology and list in detail graduate courses taken in archaeology or closely related subjects.

---

---

---

---

---

- B. Beginning with your most recent work, list employer, dates of employment, days or weeks actually worked, title, nature of work, and length of experience and/or training in full-time months. Example: Ball State University, 06/99-06/00, 5 business days a week for the entire period, research assistant, lithic analysis and report writing, 10 full-time months. Those with many years experience need only list their most recent jobs. Listing more than one year's experience is optional.

---

---

---

---

---

- C. Qualified archaeologists need at least four months of supervised field and analytic experience in general North American archaeology. List supervisor, institution/employer, year, nature of experience, and length of experience expressed in full-time months. Example: Dr. Smith, Purdue University, 2000, field work at an Archaic campsite in Indiana, 2 full-time months.

---

---

---

---

---

- D. Qualified archaeologists need to demonstrate the ability to carry research to completion. List up to five projects for which you bore primary responsibility for research and report writing. List a brief description of the project, year research was begun, and cite any report(s) with date of completion and/or publication. Example: survey of US-52, began 10/02, "Archaeological Survey of US-52," Ball State University Cultural Resources Management Report 12, 01/03.

---

---

---

---

---

- E. PREHISTORIC ARCHAEOLOGISTS must have at least one year full-time experience at the supervisory level in the study of prehistoric archaeology in addition to the experience listed in A-D. List your title, institution/employer, dates, nature of work, and duration in full-time months. Those with many years experience may list only their most recent work. Example: Senior Archaeologist, Cultural Resources Corporation, 1989, field director of mitigation excavations at a stratified Late Woodland site in Michigan, 5 full-time months.

---

---

---

---

---

- F. HISTORIC ARCHAEOLOGISTS must have at least one year full-time experience at a supervisory level in the study of historic archaeology in addition to the experience listed in A-D. List your title institutional employer, dates, nature of work, and duration in full-time months. Those with many years experience may list only their most recent work. Example: Research Associate, Henry County Museum, Illinois, 1997, directed field and lab work at a Middle Woodland site, 10 full-time months.

---

---

---

---

---

- G. List any specialized skills, and list supervisor, institution/employer, year, nature of experience, and length of training or experience expressed in full-time months. Example, lithic analysis, human osteology, GIS, GPR.

---

---

---

---

---

## UNDERWATER (MARINE) ARCHAEOLOGY REQUIREMENTS

There are currently no federal qualification requirements published in the Federal Register for underwater specialists. Please fill out the sections applicable to underwater archaeology in the State section listed below.

### STATE PROFESSIONAL QUALIFICATIONS DOCUMENTATION

The following information is requested to document professional qualifications meeting or exceeding the requirements of the State of Indiana, as stated in Indiana Code (IC) 14-21-1 and 312 IAC 21.

#### 312 IAC 21-3-4 Personnel qualifications

Authority: IC 14-21-1-31; IC 14-34-4-10

Affected: IC 4-21.5-3-8; IC 14

Sec. 4. (a) An individual who wishes to conduct an investigation under this article must submit a curriculum vitae to the division to satisfy the qualification standards of this section.

(b) A principal investigator must have the following:

(1) A graduate degree in anthropology or a closely related field with a specialization in archaeology at the graduate level.

(2) Three (3) years of experience in anthropology or a related field, consisting of at least two (2) years as a supervisor in archaeological survey and excavation and one (1) year of laboratory cataloging and analysis and the preparation of a research-oriented monograph, thesis, or dissertation.

(3) Graduate course work, training, and experience in archaeology, including theory, methods, techniques, cultural areas, and field and laboratory techniques, under the direction of a qualified professional archaeologist.

(4) In addition to the requirements contained in subdivisions (1) through (3), the following requirements apply to a project in the areas specified:

(A) For a prehistory project, two (2) years of supervisory experience and research in Midwestern archaeology.

(B) For a history project, two (2) years of supervisory experience in Midwestern historic archaeology and archival research.

(C) For a marine project, two (2) years of supervisory experience in underwater archaeological techniques and research. Diving certification is also required from a recognized certifying organization (examples: NAUI, PADI, Red Cross, YMCA, and United States Navy).

(c) A field or laboratory supervisor, who is eligible to submit draft and final reports for field projects, must have the following:

(1) A master's degree in anthropology or a related field and one (1) year of supervisory experience in survey, excavation, or laboratory techniques.

(2) Instead of the requirements under subdivision (1), experience and training under a person who would qualify as a principal investigator and satisfaction of the qualifying examinations required toward a doctor of philosophy degree.

(3) Graduate course work, training, and experience in archaeology, including theory, methods, techniques, cultural areas, and field and laboratory techniques, under the direction of a qualified professional archaeologist.

(4) In addition to the requirements contained in subdivisions (1) or (2) and (3), the following requirements apply to a project in the specified areas:

(A) For a prehistory project, one (1) year of experience at the master's degree level in Midwestern prehistoric archaeological research.

(B) For a history project, one (1) year of experience at the master's degree level in Midwestern historic archaeological and archival research.

(C) For a marine project, one (1) year of experience in marine archaeology and underwater archaeological techniques and research. Diving certification is also required from a recognized certification organization (examples: NAUI, PADI, Red Cross, YMCA, and United States Navy).

(D) For a laboratory project, one (1) year of supervisory experience at a master's degree level in collections research, artifact analysis, curation, and artifact cataloging and classification. Depending upon the nature of the project, experience with prehistoric or historic artifacts is required.

(d) A field or laboratory technician is an assistant supervisor or field-crew member with experience in archaeological field techniques and methodologies. A laboratory technician must be experienced in all varieties of laboratory analysis and techniques and must hold a bachelor's degree in anthropology or a closely related field, with a specialization and course work in archaeology, or possess equivalent background, with one (1) year of field survey, excavation, or laboratory techniques experience under the direction of a qualified professional archaeologist. In addition, the following requirements apply to a project in the specified areas:

(1) For a prehistory project, one (1) year of experience in Midwestern prehistoric archaeological fieldwork.

(2) For a history project, one (1) year of experience in historic archaeology fieldwork.

(3) For a marine project, one (1) year of experience in classifying, cataloging, analyzing, data recording, and curation of artifacts.

(e) A fieldworker is a survey or excavation worker who:

(1) has completed one (1) archaeological field school;

(2) has field experience equivalent to one (1) archaeological field school; or

(3) has received or is receiving training in archaeological field, laboratory, or research methods under the direction of a qualified professional archaeologist.

\_\_\_\_\_ I wish to be qualified as a Principal Investigator under IC 14-21-1 and 312 IAC 21.

\_\_\_\_\_ I wish to be qualified as a Field or Laboratory Supervisor under IC 14-21-1 and 312 IAC 21.

\_\_\_\_\_ I wish to be qualified as a Field or Laboratory Technician under IC 14-21-1 and 312 IAC 21.

\_\_\_\_\_ I wish to be qualified as a Fieldworker under IC 14-21-1 and 312 IAC 21.

A curriculum vitae with a transcript of any archaeological courses taken at the undergraduate and graduate levels, submitted to the division to satisfy the qualification standards of this section, must include detailed documentation and breakdown by weeks or days for amounts, separately, of the following:

(1) Supervisory experience in each of the following: archaeological survey, excavation, and laboratory cataloging and analysis.

(2) Nonsupervisory experience in each of the following: archaeological survey, excavation, and laboratory cataloging and analysis.

(3) Supervisory experience and research in each of the following: Midwestern prehistoric archaeology, Midwestern historic archaeology, historic archaeology, archival research, and underwater archaeological techniques and research.

- (4) Nonsupervisory experience and research in each of the following: Midwestern prehistoric archaeology, Midwestern historic archaeology, historic archaeology, archival research, and underwater archaeological techniques and research.
- (5) Archaeological field schools taken and weeks of duration.

A person who participates in an investigation or a scientific investigation under 312 IAC 22 must comply with the applicable codes of ethics and professional standards for participating in archaeology as set forth in the most current guidebook (the Guidebook for Indiana Historic Sites and Structures Inventory and Archaeological Sites, as prepared by the Division of Historic Preservation and Archaeology). In addition, the SHPO office expects adherence to the highest ethical and professional standards such as those adhered to by members of the SAA, SHA, AIA, AAA, RPA and others. Please indicate current membership in any relevant professional societies below:

---

---

---

---

---

The division shall maintain a roster of persons who have qualified under this section. The roster shall be available for public inspection.

The division director may file a complaint with the commission under IC 4-21.5-3-8 to terminate, suspend, or condition the qualification of a person included in the roster, where the person fails to substantially comply with the guidebook. A final order for a sanction under this subsection may be dissolved or modified by agreement of the parties or for just cause as determined by the commission. (*Natural Resources Commission; 312 IAC 21-3-4; filed Jun 8, 2001, 12:30 p.m.: 24 IR 3019*)

#### ALL APPLICANTS

- A. Attach a statement with any other information or explanations which you would like to have considered.
- B. Attach a current resume or curriculum vitae to this **completed** form.
- C. The information submitted on this form and with the attachments to this form is accurate to the best of my knowledge. I understand that inclusion in the list does not constitute endorsement or guarantee of any individual consultant, any contracting firm or any consultant's work or work products. I also understand that it is my responsibility to inform the DHPA of any changes that may become necessary to the information provided.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submission:

1. Submit your documentation to the Indiana Division of Historic Preservation and Archaeology, 402 W. Washington Street, Room W274, Indianapolis, Indiana 46204-2739.
2. The Indiana Division of Historic Preservation and Archaeology will review your documentation to determine if your qualifications meet the standards established by the National Park Service. If we determine your qualifications meet the standards, you will be added to the roster. If we find that you do not meet the standards, you will receive an explanation of why your qualifications do not meet the standards.
3. Contact the Indiana Division of Historic Preservation and Archaeology with questions at the address above, by calling Karie Brudis at (317) 232-1646, or by E-mail: [kbrudis@dnr.IN.gov](mailto:kbrudis@dnr.IN.gov).